

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1879

Field Office Distribution

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Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1256 1-3-02	FY 2002 Civil Rights Training	All FSA Supervisors and Managers
CN-931 1-15-02	Representations for CCC Loans and Authorization to File a Financing Statement	State and County Offices
CP-536 1-10-02	Commodity Reporting	State Offices
CRP-394 1-14-02	2002 CRP 1-Year Contract Modifications	State and County Offices
FLP-235 1-10-02	Distributing 2002 Uniform Standards of Professional Appraisal Practice (USPAP)	State Offices
FLP-236 1-14-02	Farm Loan Programs (FLP) Orientation and Credit and Financial Analysis Training (CFAT)	State and County Offices
FLP-237 1-14-02	Emergency Loan (EM) Application Processing	State and County Offices

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**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
NAP-49 1-11-02	Canceling Noninsured Crop Disaster Assistance Program (NAP) Applications for Coverage	State and County Offices
PM-2288 1-15-02	2002 Executive Potential Program (EPP)	All FSA Federal and County Employees, and National Office FAS Employees
PN-649 1-15-02	2002 Peanut Poundage Quotas	Peanut State and County Offices
PS-421 1-10-02	Capability to Record Electronic Loan Deficiency Payment (E-LDP) Allocation Through Loan Servicing Using Software in County Release No. 475	State and County Offices
PS-422 1-11-02	Price Support Eligibility Query Enhancements Software Provided in County Release No. 475	State and County Offices
SIP-37 1-15-02	Implementing Supplementing SIP Funding for Fire Damage	ID, NV, and ND State and County Offices, State Foresters, and Service Foresters

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Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
50-FI (Rev. 5) Amend. 8 1-2-02	Interest Rates	Field Offices, Tobacco, Peanut, and Cotton Associations, and Servicing Agent Banks
4-RM Amend. 5 1-11-02	FCIC Program Integrity	State and County FSA Offices, RMA Regional Compliance Offices, and Regional Offices

Procedure Notices

None

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
NAP-48	1-11-02	NAP-49

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
AD	2005	01-16-02	Executive Potential Program Nomination Form	eAD2005.FML	Electronic Form	Sheet	All FSA Federal and County Office employees and National Office FAS employees	Notice PM-2288	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	55	12-04-01	Application for Approval of Warehouse for Honey Storage Agreement	eCCC0055.FML CCC0055.PDF	Electronic Form	MP/2 Head to Head	KCCO	1-IM		The PDF-Audio form is now available electronically.
CCC	1099-G	10-08-98	Report of Payments to Producers	CCC1099-G.DOC	DM and RPL/DOC	SM (Laser printed) and She	KC	12-AO, 62-FI, 7-PA, 8-LD	IRS1	Now available in Microsoft Word fillable format to accommodate in-house processing of about 5,000 producer reports because info was not provided to contractor.
CRP	1-F Addendum	01-14-02	CRP-1 Modification to Extend the Contract Expiration Date for 1 Year	eCRP0001-0000-FAD.FML	Electronic Form	Sheet	County Offices	Notice CRP-394	CRP4	This form was revised and is available electronically. Destroy old stock dated 01-09-02. PDF-Audio version will be forthcoming.
FSA	2620	12-18-01	Indian Tribal Land Acquisition Program Loan Application	eFSA2620.FML	Electronic Form	MP/4 Head to Head	State and County Offices	6-FLP		This form is new and available electronically. PDF-Audio version will be forthcoming.
FSA	2621	12-18-01	Indian Tribal Land Acquisition Program Tribal Council Resolution and Certification	eFSA2621.FML	Electronic Form	MP/4 Head to Head	State and County Offices	6-FLP		This form is new and available electronically. PDF-Audio version will be forthcoming.
FSA	2622	12-18-01	Indian Tribal Land Acquisition Program Assignment of Tribal Income and Funds	eFSA2622.FML	Electronic Form	Sheet	State and County Offices	6-FLP		This form is new and available electronically. PDF-Audio version will be forthcoming.
FSA	2623	12-18-01	Indian Tribal Land Acquisition Program Subordination Agreement	eFSA2623.FML	Electronic Form	Sheet	State and County Offices	6-FLP		This form is new and available electronically. PDF-Audio version will be forthcoming.
KC	353	01-20-93	File Closure Checklist	nofile.htm		Sheet	DMD			No longer used, destroy all stocks/files.

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	353-A	03-26-93	Nonpay File Closure Checklist	nofile.htm		Sheet	DMD			No longer used; destroy all stocks/files.
KC	589	12-20-01	Expired - Not Received - Lost Checks and Replacement Request (CCC Checks)	KC0589.DOC	RPL/DOC	Sheet	FOD-CMB			Revised form; destroy all previous editions.
KC	655	10-26-93	Notice of Past Due Account ("without" interest statement)	nofile.htm		NCR Set/3	DMD			No longer used; destroy all stocks/files.
KC	828-H	03-10-95	Work Status Report - EOD or D&DOD	nofile.htm		Sheet	EOD, D&DOD			No longer used; destroy all stocks/files.
KC	836	07-12-74	Month end Listings and Reports Request	KC0836.DOC KC0836.WPD	RPL/WP/DOC	Sheet	FOD, DMD-PCAB, FAD, CRD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	844	12-31-01	Notice of Adverse Conditions and/or Stop Payment	KC0844.DOC	RPL/DOC	Sheet	BCD, DMD-DCB, FOD			Revised form; destroy all previous editions.
KC	850	12-31-01	Adverse Report Review Committee Action (USWA/UGRSA)	KC0850.DOC	RPL/DOC	Sheet	BCD, OD-KCCO, CRD-FRB, WLED			Revised form; destroy all previous editions.
KC	850-A	12-31-01	Adverse Report Review Committee Action (HSA/PCSA)	KC0850-A.DOC	RPL/DOC	Sheet	BCD, KCCO-OD, CRD-FRB, WLED	1-IM		Revised form; destroy all previous editions.
KC	854	08-10-73	Determination of Service Computation Date	KC0854.DOC KC0854.WPD	RPL/WP/DOC	Sheet	HRD-KC-Processing			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	941	06-15-79	Quarterly Review Reserve for Doubtful Accounts - Claims	KC0941.DOC KC0941.WPD	RPL/WP/DOC	Sheet	DMD-DCCB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	948	07-07-77	Adjustment of Accounts	KC0948.DOC KC0948.WPD	RPL/WP/DOC	Sheet	FAD-APARB			Now available in Microsoft Word fillable format; no changes made to content of form.

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Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	960	07-17-75	Collection Register - Misc.	KC0960.DOC KC0960.WPD	RPL/WP/DOC	Sheet	FAD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	965	03-17-97	Health Record	KC0965.DOC KC0965.WPD	RPL/WP/DOC	Card	HRD-KC			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1625-C	03-11-93	Work Application Reporting	nofile.htm		Pad/100	All Divisions			No longer used; destroy all stocks/files.
KC	1625-Z	04-11-94	Work Status Reporting (KC-1625 Reconciliation Sheet)	nofile.htm		Sheet	All Divisions			No longer used; destroy all stocks/files.
KC	OS	01-08-02	Standard Instructions - Offshore Shipments	kc-os.doc	RPL/DOC	MP/Sheet	D&DOD			Consignee Address #115 of file revised to update FAX number; destroy copies dated 9-29-00.

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